

XYLENE ELIZABETH B. SANTOS

373 East 5th Angela Village Talon IV
Las Pinas City, Philippines 1749
(02)846-7338/(63)9278554034
xylenesantos@yahoo.com

EDUCATIONAL ATTAINMENT

University of Technology, Sydney

2013 – 2015

Postgraduate Studies

Masters for Professional Accountancy

De La Salle- College of Saint Benilde

2009 – 2012

Bachelor Degree

Bachelor Of Science in Business Administration

major in Human Resource Management (BSBA- HRM)

PROFESSIONAL EXPERIENCE

HSBC Electronic Data Processing (Philippines) Inc.

2015 - Present

Level 2 – AML Executive

- Conducts and supporting customer due diligence by reviewing customer information and transactions to detect potential financial crime risk to the bank.
- Screens onboarding and existing customers in accordance with established procedure and set standards.

BRC Recruitment Ltd., Sydney Australia

Resourcer – Child Care Division

- Scouts the market for potential job candidates.
- Creates job adverts and assisting selection process through one-on-one job interviews and phone interviews.
- Manages candidate profiles through an online HR system (TRIS).
- Conducts reference calls and manages applicant's requirements.

SMART Communications Inc. Philippines

Learning and Development – Assistant

- Project managed "HFI-User Interface Training for 30 employees in the PRISM department.
- Designed curriculum and implemented training logistics-Coordinated with multi-national cultured vendor point persons.
- Assist in on-boarding training sessions for new-hires

SKILLS AND COMPETENCIES

AML

- Understands the regulatory requirements and policies relating to money laundering and financial terrorism.

- Familiar with the different AML typologies, the risk associated and its safeguards.

Human Resource Competencies

- Technical skills and professional knowledge to deliver competent HR services.
- Exhibits ability to competitively perform in different functions in HR such as recruitment, learning and development, compensation and employee relations.
- Conducting basic HR duties like writing and placing advertisements, screening applicants, organizing interviews, liaising with recruitment agencies and reference checks.
- Assisting with HR projects/initiatives (training programs and employee related events)
- Managing on boarding and exit processes for new starter and departing employees

Finance and Accounting Competencies:

- Extensive skills and knowledge on accounting procedures such as bookkeeping, journalizing and generating financial statements.
- Knowledge on the underlying concepts in Banking and Finance (banking products, shares, bonds and valuations)

General Competencies:

- Provides high quality of administrative and customer service.
- Ability to work at fast paced organizations and work under pressure.
- Ability to manage time, both effectively and efficiently.
- Good Interpersonal and organizational skills.
- Strong Analytical Skills
- High level of oral and written communication skills

Computer Skills:

- Computer Literate performer with extensive knowledge on operating Microsoft Word, Excel and Outlook, MS Project, MYOB Accounting Software.
- Knowhow on computer graphics software like Adobe Photoshop, Fireworks and After Effects.

CERTIFICATIONS/TRAININGS

- Training Skills Foundation for Operations Trainer Certified (TRANSFORM) – HSBC, GSC
- Presentation Master Skills Training - HSBC, GSC

REFERENCES (to be supplied upon request)

